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DAVE LANG  
CLERK CIRCUIT COURT  
LEON COUNTY, FLORIDA

IN THE SECOND JUDICIAL CIRCUIT  
OF FLORIDA

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER NO. 90-31

IN RE: DEPARTMENT OF CORRECTIONS COMMITMENT PACKETS

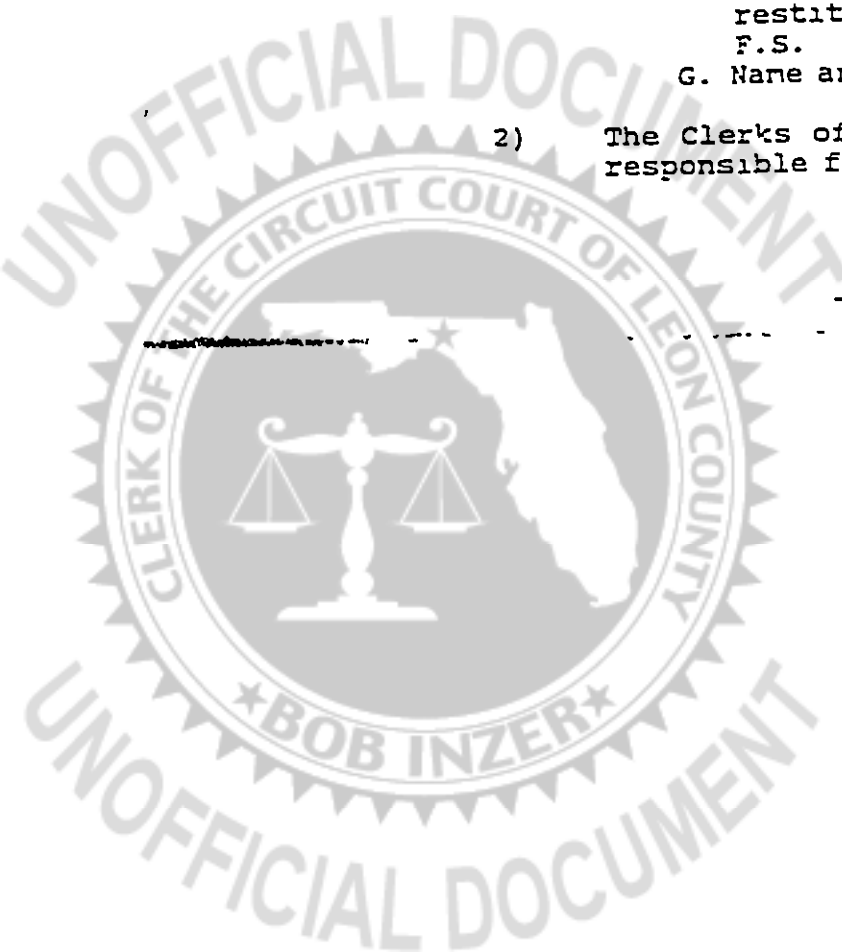
WHEREAS, recent revisions to Section 944.17, Florida Statutes, require that additional information be forwarded with the commitment papers when a person is sentenced to the Department of Corrections; and

WHEREAS, the Department of Corrections will refuse to accept a person into the state correctional system unless all required documents are presented in a completed form; and

WHEREAS, in the interest of reducing jail overcrowding and associated correctional system costs in all counties in the Second Judicial Circuit it is desirable to have all commitment documents prepared as expeditiously as possible; it therefore,

ORDERED THAT:

- 1) In all cases which the defendant is sentenced to the state correctional system, the following documents shall be prepared within two (2) working days after the sentencing date:
  - A. The uniform commitment and judgment and sentence forms.
  - B. The Sheriff's certificate as described in Section 921.161, F. S.
  - C. A certificated copy of the indictment or information related to the offense for which the person was convicted.
  - D. A copy of the probable cause affidavit for each offense identified in the current information or indictment.
  - E. A copy of the sentencing guidelines scoresheet and any attachments thereto prepared pursuant to Rule 3.701, Florida Rules of Criminal Procedure.
  - F. A copy of the restitution order or the reasons by the court for not requiring restitution pursuant to Section 775.089 (1) F.S.
  - G. Name and address of the victim, if available
- 2) The Clerks of the Court in each County, shall be responsible for compiling the commitment documents



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specified in number 1 above.

- 3) Clerks shall notify the Chief Judge of any persistent problems that exist which result in commitment packets being prepared in a time frame longer than two (2) working days.

DONE AND SIGNED in Chambers at Tallahassee, Leon  
County, Florida this 5th day of December, 1990.

  
CHARLES D. MCCLURE  
CHIEF JUDGE

